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10/31/51  
CONFIDENTIAL

Training Liaison Officer, OO

24 October 1951

Chief, Foreign Documents Division

FDD Training Program and Requirements

REFER : Your memorandum dtd 19 October 1951, Subject: Training  
Meeting 17 October 1951

1. With regard to paragraph 2 of reference memorandum this Division has its full T/O complement of administrative personnel and therefore Sections B, 1, 2, 3 and 4 of Tab a on the problem of a "Professional Administrative Officer Program" are not applicable at this time.

2. In reference to paragraph B, 5 of Tab a this Division feels that such a training program is vitally necessary to insure standard administrative procedures, avoidance of the use of superfluous channels, and the maintenance of the minimum of essential records in the respective administrative offices. The operational program will undoubtedly be fluid for some time and subject to the pressure of acceleration. It obviously follows that the training program should anticipate regular refresher courses for administrative officers presently on duty.

3. FDD is preparing a report on paragraph 2 of reference memorandum and will transmit at a later date.

J. J. BAGNALL

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